

**Erie County Department of Mental Health
Centralized Housing Placement System
For Supported Housing**

Procedure: CHPS Prioritization

Procedure No: 2.0

Date: 3/5/04

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Page: 1 of 1

Purpose: To insure eligibility at the time of referral to CHPS for Supported Housing Placement and to assist CHPS in referral processing and prioritization.

Procedure:

1. Placement through CHPS for Supported Housing is contingent upon the applicant's ability to meet priority criteria. Applicants do not have to be enrolled with the SPOE at the time of referral but, depending on waitlist demands, may need to meet the SPOE eligibility criteria to be prioritized for placement.
2. Referral Sources will complete the CHPS SHP Application and indicate eligibility on page 2 of this packet. (See referral packet attached to Policy 3.0)
3. For applicants eligible but not enrolled in Care Coordination at the time of referral, the referral source should, with the applicant's agreement, complete a simultaneous application to the SPOE office.
4. CHPS will screen applicants using the criteria established for the Single Point of Entry. Therefore, priority placement is based on meeting the criteria for admission to one of the following Care Coordination Programs:
 - a. Transitional Case Management
 - b. ICM, QBH, or ACT
 - c. Assisted Outpatient Treatment
 - d. Waiver Request

5. Placement Prioritization will be determined based on the following categories:

Level 1: **SPOE enrollees living in unsafe conditions or deemed to be at high-risk and high-need for housing,** or other SPOE eligible unwilling to engage in CCP but willing to enroll with LSBH Supported Housing

Level 2: Other SPOE enrollees

Level 3: SPOE waitlist candidates and SPOE Waivers

Level 4: Other SPMI, Non-SPOE
Other Homeless SPMI or SPMI unsafe housing candidates